

PLEASE POST CONSPICUOUSLY

LACKAWANNA CIVIL SERVICE COMMISSION

Ralph Galanti  
Commissioner

Karen Marciniak, Secretary  
Sharon Beres, Chairman

Angelo Pitillo  
Commissioner

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**CITY OF LACKAWANNA**

**PROMOTIONAL EXAMINATION FOR:**

**FIRE CHIEF**

Exam No 79884

\$25.00 Filing Fee  
**CHECK OR MONEY ORDER ONLY**

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Promotional examination No. 79884	<b>FIRE CHIEF,</b>	<b>CITY OF</b>	<b>LACKAWANNA,</b>
Dept. of Public Safety.			Salary: \$91,953.

**EXAMINATION DATE**

**LAST DATE FOR FILING APPLICATION**

**December 14, 2019**

**October 23 , 2019**

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**MINIMUM QUALIFICATIONS:** ACCEPTABLE EXPERIENCE AND TRAINING: ANY PERMANENT OR PROVISIONAL APPOINTMENT ON OR AFTER JANUARY 20, 2019\*:

\*Chapter 406 of the Laws of 2018 amends Civil Service Law §58-a to require minimum qualifications for fire chiefs of fire departments that employ five or more career firefighters.

1. Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications; and,
2. Maintain fitness standards in compliance with OSHA 29 CFR 1910.134 Respiratory Protection Standard, 29 CFR 1910.156 Fire Brigade Standard and any established by the Authority Having Jurisdiction (AHJ); and,
3. Two (2) years of satisfactory permanent service as Fire Captain; and,
4. The following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:
  - (a) NYS Supervisory Level I certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer I certification) and 10 or more years of service as fire chief in a civil service position; or
  - (b) Possess National Certification as a Fire Officer 2, pursuant to NFPA 1021; and
    - i. 10 or more years of progressive supervisory responsibility in the field of fire or emergency services and 60 college credits; or
    - ii. 5 or more years of progressive supervisory responsibility in the field of fire or emergency services and 120 college credits; or
    - iii. 5 or more years of service as fire chief, in a civil service position; or
    - iv. 5 or more years of service as a chief officer (Assistant Chief, Battalion Chief, Deputy Chief) in a civil service position and completion of the National Fire Academy, Executive Fire Officer Program or the Center for Public Safety Excellence, Chief Fire Officer designation.

**GENERAL STATEMENT OF DUTIES:** Has responsible charge of over-all fire prevention and firefighting activities, and plans, coordinates and directs the activities of the Fire Department; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is important administrative firemanic work involving responsibility for planning and coordinating the activities of, and for the condition and efficiency of all firefighting units of the city. The work is performed under administrative direction in accordance with established policies and objectives permitting considerable exercise of independent judgment in directing the activities of the Fire Department. The work is reviewed through conferences and reports.

**SCOPES/SUBJECTS OF EXAMINATION: A test designed to evaluate knowledge, skills and /or abilities in the following areas.**

1. Educating and Interacting with the Public
2. Preparing Written Material
3. Fire Administration Job Simulation Exercise
4. Fire Emergency Job Simulation Exercise
5. Administrative Supervision

**NOTE: SEE ATTACHED EXPANDED SCOPE STATEMENT**

A Guide for the Written Test for **Fire Chief/Assistant Fire Chief** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**USE OF CALCULATORS IS ALLOWED**

**Seniority:** Points will be added to an eligible score as follows: One point for each creditable five-year period up to a maximum of 5 points.

**Saturday Religious Observer:** Most written tests are held on Saturdays, if you cannot take the test on the announced test date due to a conflict with religious observances or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

**Persons with Disabilities:** If special arrangements are required for testing, indicate this on your application.

**Military Service Members:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**Veterans:** Disabled and Non-Disabled veterans as defined in Sec. 85, New York State Civil Service Law, will have 10 and 5 points respectively, added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits you may not use them again. **Special Notice to Active Duty Members of the Armed Forces:** Beginning 1/1/98 the New York State Constitution allows members of the U.S. Armed Forces who are on active duty the right to request extra War Time Veteran's Credits on civil service examinations. It is your responsibility to request the credits at the time of filing your application.

In conformance with Sec. 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**How to Apply:** Application forms are available at the Lackawanna Civil Service Commission Office, City Hall, 714 Ridge Road, Room 213, Lackawanna, NY 14218. **Completed applications must be received & filed** with the Lackawanna Civil Service Commission Office, City Hall, 714 Ridge Road, Room 213, Lackawanna, NY 14218 **ON OR BEFORE OCTOBER 23, 2019 by 4:30pm EST.**

**Application Fee:** Refer to the front of the exam announcement for the required processing fee. Enclose a check or money order for the total amount required, made payable to LACKAWANNA CIVIL SERVICE COMMISSION. **Do not mail cash.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**Application Fee Waiver:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy may be obtained at the Lackawanna Civil Service Office, City Hall, 714 Ridge Rd., Room 213, Lackawanna, NY 14218.**

**Applying for Examinations in Multiple Jurisdictions On the Same Date:** If you have applied for both State and local government examinations, you must notify the Lackawanna Civil Service Commission of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination.

If you have applied for another local government examination with another local civil service agency, you must call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than three weeks before the exam date. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**Provide Civil Service Commission in writing of any changes in address or telephone number as soon as possible.** Notifying the Post Office to forward mail is not effective to ensure that notices for examinations or appointments will reach you. You may obtain a change of address form from the Civil Service Commission Office located at City Hall, 714 Ridge Rd., Room 213, Lackawanna, NY 14218. **RETURNED MAIL WILL RESULT IN THE REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.**

**ADMISSION TO EXAMINATION:** Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Publish: 10/2, 10/9, 10/16

## **EXPANDED SCOPE STATEMENT**

### **1. EDUCATING AND INTERACTING WITH THE PUBLIC**

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

### **2. PREPARING WRITTEN MATERIAL**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

### **3. FIRE ADMINISTRATION JOB SIMULATION EXERCISE**

This job simulation exercise tests for the ability to develop and maintain fire department programs and activities. The questions will be based on a simulated set of administrative issues that a Chief Officer may be asked to analyze and respond to in a working day. The questions cover such areas as organizational relationships, planning, staffing, managing resources, budgeting, public relations, rules and regulations, and political and social concerns impacting the fire service.

### **4. FIRE EMERGENCY JOB SIMULATION EXERCISE**

This job simulation exercise tests for the ability to manage an emergency incident. The emphasis is on command-level actions and decisions in handling the incident from start to finish. The questions will cover such areas as principles and tactics of firefighting, accountability at a fire scene, hazardous materials, cause investigation, emergency medical care, community relations, and the incident command system, including interacting with other agencies and the media.

### **5. ADMINISTRATIVE SUPERVISION**

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

#### **TEST GUIDE:**

A Guide for the Written Test for **Fire Chief/Assistant Fire Chief** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.